

Vacancy Announcement #P00-282 DMH

VACANCY ANNOUNCEMENT

POSITION: ATF Specialist, GS-1854-14
(Program Manager)

LOCATION: Bureau of Alcohol, Tobacco and Firearms
Office of Training and Professional Development
Washington, DC

OPENING DATE: July 24, 2000

CLOSING DATE: September 22, 2000

**AREA OF
CONSIDERATION:** Bureau-wide

NOTES: A certificate will be issued to the selecting official every
thirty (30) days from opening date.

More than one selection may be made.

TOP SECRET CLEARANCE REQUIRED

Possible vacant program manager positions include Alcohol and Tobacco Program
and Explosives Program.

MAJOR DUTIES: The incumbent develops and implements new and ongoing training
programs designed to change the performance of the Bureau and external
agencies. Performs short and long-range planning and implementation of
training policy in specialty areas. Responsible for the management of a
training program that is a primary, main mission Bureau program or a
Bureauwide program of major importance and complexity. Provides professional
leadership and guidance in extending, improving, and monitoring existing
programs and devising, developing and implementing innovative changes and
long-term improvements.

QUALIFICATIONS REQUIREMENTS: Applicants must have had at least one year of
specialized experience equivalent to the GS/GM-13 grade level in the Federal
service. Applicants must meet all qualification requirements within 30 days
of the closing date of this announcement.

Specialized Experience for GS-1854: Experience which demonstrated knowledge
of at least **one** of the following areas:

- Federal laws and regulations regarding the production, processing,
storage, distribution, and tax system of distilled spirits, wine, beer,
alcohol products, and the manufacture, distribution, and transfer of
firearms and explosives;
- Equipment, operations, records, and processes at distilled spirits
plants, wineries, breweries, or tobacco products factories, and used in
the firearms and explosives manufacture and distribution trade;
- Principles and practices of accounting or auditing (less than full
professional knowledge); **or**
- Inspection or investigative techniques.

In addition to the knowledge described above, applicants must have demonstrated ability in ALL of the following areas:

- Ability to recognize situations where tax revenue may be endangered;
- Ability to solve problems and devise techniques for accomplishing work objectives where few precedents or guidelines are available;
- Ability to deal with others with poise, tact, and good judgment; **and**
- Ability to organize information and communicate it orally and in writing.

The knowledge and abilities above may have been gained in government or private enterprise work as an inspector, examiner, investigator, or a similar position responsible for functions such as:

- Ensuring compliance with Federal, state, or other laws and regulations dealing with the regulation of industries.
- Ensuring the payment of taxes.
- Examining the internal operations and controls of businesses.
- Examination of premises, equipment, operations; audit and analysis of records; interviews with management and other personnel; and preparation of reports and recommendations.

EVALUATION METHODS: No written test is required. Status applicants will be evaluated and given points on relevant experience; formal college level education; training and self-development within the past five years; Quality-Step-Increase (QSI), Sustained Superior Performance (SSP), Special Act and Suggestion awards; current performance appraisal; and the Supplemental Experience Statement. The following factors in the Supplemental Experience Statement will be used as the basis for determining the best qualified applicants.

SUPPLEMENTAL EXPERIENCE STATEMENT

On separate sheets of paper, describe your work experience, training and/or awards, volunteer experience or hobbies as they relate to each of the factors listed below. Provide detailed evidence of each of the factors and show how and when they were used. Include clear, concise examples that show level of accomplishments and degree of responsibility. Include where and when you acquired the knowledge and abilities.

1. Ability to apply subject matter expertise in order to analyze training needs and develop and implement training programs that support the Bureau mission and/or government-wide requirements. (Applicants should describe their experience and expertise in the specific program area for which they are applying.)
2. Ability to negotiate with others in a way that develops understanding of proposals and plans, and to serve as a team leader in training projects.
3. Knowledge of enforcement responsibilities of the Bureau, including the laws and regulations enforced, policies, and the interrelationships between the various directorates. (Applicants should describe their experience and expertise in the specific program area for which they are applying.)
4. Ability to communicate orally and in writing with all levels of the organization including students, instructors, staff, ATF management,

Departmental level officials, and other Government agencies.

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5. Ability to learn and apply established standards for the development, delivery and evaluation of training, and to manage program resources and prepare reports on program activities.

CONDITIONS OF EMPLOYMENT

The following statements are applicable if checked:

- ☐ A pre-employment physical is required.
- ☐ A pre-employment drug test is required.
- ☒ A pre-employment background investigation is required.
- ☒ Incumbent must be a U.S. citizen.
- ☒ Male applicants born after December 31, 1959, must be registered with the Selective Service System.
- ☐ Subject to a supervisory/managerial probationary period.
- ☒ Reimbursement of relocation expenses will be authorized.
- ☐ Other: _____

GENERAL INFORMATION

1. Applications will not be returned to applicants.
2. Applications must be received by the closing date of this announcement.

Note: Full performance level of position is GS-14.

HOW TO APPLY

A. Candidates may submit a resume; SF-171, Application for Federal Employment; or OF-612, Optional Application for Federal Employment. The OF-612 may be obtained by contacting us at the address and telephone number below, or by dialing into the Office of Personnel Management's electronic bulletin board system at 912-757-3100, or through the Internet, (Telnet connections only at FJOB.Mail.OPM.GOV). The SF-171 is no longer available for distribution.

Your application **must** contain the following information:

1. Title, series, grade and vacancy announcement number of the vacancy for which you wish to be considered.
2. Full name, social security number and mailing address.
3. Daytime and evening telephone numbers.
4. For experience most relevant to this position, include name of employer, dates of employment, job title, grade (if applicable), start and end dates and a description of duties and responsibilities.
5. Average hours worked for each position if other than 40 hours per week.
6. Name, location and date of high school and college attended.
7. Type of degree, if any, date received, GPA, major/minor field of study.
8. Relevant training: course titles, dates, number of hours and institutions.
9. Description and year of awards, honors, and special qualifications such as language, computer skills, typing speed.
10. Clear identification of U.S. citizenship.

B. Additional information/completed forms should be submitted, if checked:

- ☒ Written response to the Supplemental Experience Statement.
- ☐ DD-214, if claiming 5 point preference. (For non-status consideration only.)
- ☐ Both DD 214 and SF-15, if claiming 10 point preference. (For non-status consideration only.)
- ☐ College transcripts of lists of college courses.
- ☒ Background Survey Questionnaire (Optional) - SF-181. Information submitted will be used for statistical reports only.

- ☒ Performance appraisal, dated within the last year. If not submitted, credit will **not** be given for that portion of the evaluation process. (For status consideration only.)
- ☒ Current/former Federal employees - SF-50 reflecting competitive status. Applicants with disability or veterans eligible for non-competitive appointment. Provide appropriate documentation.
- ☐ Current Notice of Results.
- ☐ Competitive examining authority has been delegated to ATF by the U.S. Office of Personnel Management. Non-status applications will be forwarded to the Delegated Examining Unit for rating, ranking and referral. Status candidates who wish to be rated under both merit promotion and competitive procedures must submit two complete applications.
- ☐ Self-certification for typing proficiency.
- ☒ Self-initiated training and self-development taken within past five years (courses, training sessions or seminars that are three or more days in length). Provide month/year of class, title and length of class. (For status consideration only.)
- ☐ Other: _____

SEND COMPLETED APPLICATION TO:

Bureau of Alcohol, Tobacco and Firearms
Personnel Division, Room 4170
Attn: Diane Howard
650 Massachusetts Ave NW
Washington, DC 20226
(202) 927-8630
TDD users call (202) 927-7964.

**TO FIND OUT ABOUT OTHER JOB OPPORTUNITIES USE WEBSITE
WWW.USAJOBS.OPM.GOV or WWW.ATF.TREAS.GOV**

THE BUREAU OF ALCOHOL, TOBACCO AND FIREARMS PROVIDES REASONABLE ACCOMMODATIONS TO APPLICANTS WITH DISABILITIES ON A CASE-BY-CASE BASIS. IF YOU NEED A REASONABLE ACCOMMODATION FOR ANY PART OF THE APPLICATION AND HIRING PROCESS, PLEASE NOTIFY THE POINT OF CONTACT LISTED ON THIS VACANCY ANNOUNCEMENT.

AN EQUAL OPPORTUNITY EMPLOYER

ALL APPLICANTS WILL RECEIVE CONSIDERATION REGARDLESS OF RACE, COLOR, SEX, AGE, NATIONAL ORIGIN, NON-DISQUALIFYING DISABILITIES, MARITAL STATUS, SEXUAL ORIENTATION, RELIGION, OR ANY OTHER NON-MERIT REASON.